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| **Change Control Template** |
| Please verify the below fields that needs to be enter to raise a CC in Service now  **Category**   * **Application Software** * Hardware * Database * Network * Service * Telephony * Server * Desktop Software   **Type**   * Normal * **Standard** * Emergency * Urgent   **Change Cycle**     * Test * Production * **Test & Production**   **Priority**   * Low * Medium * **High**   **Risk**   * Very High * High * **Moderate** * Low   **Impact**   * Low * **Medium** * High   **Reason For Emergency(Only for Emergency CC):**  Short Description:  Clinical Investigator Inspection List (CLIL) (CDER) – The download file format has changed.  The ‘/t’ field separator is changed to ‘~’. Hence code change codes changes were required to handle this change.  Description and Justification For Change:  Application is modified to handle the revised Clinical Investigator Inspection List (CLIL) (CDER) file.  Requested by date:  Planned start date:  Planned end date:  Change Plan:  Follow below instructions to update the DDAS production site to ver 1.2.0 with the files provided by Clarity.   1. Stop the IIS server 2. Back up    1. Copy the folders       1. App\_Data       2. assets       3. bin       4. DataFiles       5. dist 3. Paste the above folders and files into a new folder for backup 4. Copy and replace the folders shared by Clarity    1. Bin       1. **DDAS.Models.dll**       2. **DDAS.API.dll**       3. **DDAS.DataExtractor.exe**       4. **WebScraping.Selenium.dll**       5. **DDAS.Services.dll**       6. **DDAS.Data.Mongo.dll**       7. **Utilities.dll**       8. **OpenXmlEmbedObjectNew.dll**    2. dist       1. **build.js**       2. **build.js.map** 5. Start the IIS server   Blackout Plan:   1. Stop the IIS server 2. Paste the backed up files in the below folders    1. App\_Data    2. assets    3. bin    4. DataFiles    5. Dist 3. Rre-start the IIS server   Test Plan:  Step 1.  Login as Administrator.  Step 2.  Use menu option: Data Extractor / Execute Data Extractor to open Data Extractor page.  Step 3. Test  Check if the application is able to execute extraction successfully:  The current status:     * 1. Click on Execute button on row FDADebar page.   2. A message: ‘Data Extraction in progress for FDADebar page’ will appear.   3. The process will take about 1 to 3 minutes.   4. ‘Extraction Successful for FDADebar Page’ message will appear on top of the page      * 1. The ‘Scanned/Extracted On’ should display the current date and time.   Post Implementation:  Monitor Application Performance. |